

Edward J. Bosti



DEADLINE: Friday, April 5, 2024

WE NEED YOUR HELP! The Bosti PTA is conducting a search to find parents and/or teachers who would like to assume a leadership role on our PTA Executive Board. The Nominating Committee is interested in your suggestions for people to serve for the 2024-2025 school year. Without parent/teacher volunteers, The PTA is unable to function and provide events and services to our children.

If **you, or someone you know**, is interested in serving in one of the officer positions listed below, please fill out this form and send back to the school or via email to Bostipta@gmail.com by Friday, April 5th. A brief description of each position is listed on the following page. After forms are collected, the nominating committee will reach out to the nominees and put a new board together which will then be voted on by the general membership at the May 20th PTA meeting.

If you have any questions, please contact Toni-Lyn at 631-495-7080. Thank you for your interest in serving on the PTA board. ***(You may nominate yourself or anyone for more than one position)***

I, _____, would like to nominate:

(Your Name)

President _____ Cell # _____

1st Vice President _____ Cell # _____

2nd Vice President _____ Cell# _____

Treasurer _____ Cell # _____

Secretary _____ Cell # _____

All position requirements:

Must be able to attend monthly PTA meetings and hold the position of office for one year.

Support and assist in all PTA matters when necessary.

- **President** – Serve as leader and key contact for the PTA; Liaison between Executive Committee, Bosti Administration and presides at all PTA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the goals, vision and work of the officers and committees so that the PTA's objectives can be met. Sign all contracts and review all outgoing advertising of events and fundraisers.
- **1st Vice President** - Responsible for PTA business in the absence of the President, liaison between Executive Committee and Event/Fundraising Chairs, assists in all membership recruitment efforts and hospitality including teachers, staff and Bosti community. Coordinate the general activities of any special committees created by the Executive Committee and assist all chairs with advertising and marketing of events & fundraisers in Remind app.
- **2nd Vice President** – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. Liaison between Board of Education, Connetquot Council and PTA board. Help recruit committee chairpersons for all vacant standing committees of the board and assume other responsibilities as assigned by the Executive Committee; Assist chairs in all advertising and marketing of events & fundraisers in social media.
- **Treasurer** - Be responsible for and have custody of all funds; make disbursements as properly authorized; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. Deposit all money to the bank in a timely manner. Write and send out checks for all invoices and work with chairs to keep accurate accounts of all funds and receipts.
- **Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Committee; prepare correspondence and perform all other duties assigned; maintain master documents; keep the calendar of events for the PTA. Advertise PTA meetings through flyers, on our Social Media pages and update the website and send pertinent Executive Committee information to the national PTA organization by required due dates.